

**MEMORANDUM OF UNDERSTANDING  
BETWEEN  
GENERAL SERVICES ADMINISTRATION  
AND  
DEFENSE FINANCE AND ACCOUNTING SERVICE**

The General Services Administration (GSA) and the Defense Finance and Accounting Service (DFAS), on behalf of the Department of Defense (DoD), enter into the following Memorandum of Understanding (MOU).

**I. PURPOSE AND GENERAL OPERATIONS**

The purpose of this MOU is to improve the payment of GSA Federal Technology Service (FTS) billings. GSA billings under the FTS program will be directed to the appropriate DFAS location responsible for making payments for the DoD ordering activities, upon execution of this MOU. Billings shall be processed through the On-line Payment and Collection (OPAC)/Intragovernmental Payment and Collection (IPAC) System. Expanding OPAC/IPAC for other FTS billings, e.g. Telecommunications Ordering and Pricing System (TOPS), is predicated on the success GSA and DFAS have with the proposed solutions currently being worked. However, under no circumstances will DoD activities receiving the paper bill that are OPAC/IPAC eligible be converted to OPAC/IPAC before official DoD notification is provided through a phased-in approach. FTS invoices for orders placed prior to execution of this MOU will continue to be handled by the DFAS Locations as specified in the previous agreement.

**II. EFFECT ON PRIOR AGREEMENTS**

The MOU executed on May 21, 1998, between GSA and DFAS is superseded by the execution of this MOU.

**III. AUTHORITY AND GOVERNING LAW**

This agreement is entered into under the authority of Section 5124(b) of P.L. 104-106 (110 Stat. 684) (40 U.S.C. 1424 (b)) Clinger-Cohen Act - FTS2000 program, and Section 5112 (e) of the Clinger-Cohen Act, 40 U.S.C 1412(e).

**IV. GSA RESPONSIBILITIES**

- GSA responsibilities are specified in Attachment 1.

V. DFAS RESPONSIBILITIES

- DFAS responsibilities are specified in Attachment 1.

MODIFICATION AND TERMINATION

Either party may request and initiate modifications to this MOU by giving at least 90 days written notice. Such requests will be negotiated and agreed upon between both parties before being added as an addendum to this MOU. All modifications must be in writing. The MOU may be terminated with 90 days notice.

VI. APPROVALS

	11-3-00
William B. Early, Jr. Chief Financial Officer General Services Administration	
	11/14/00
Thomas R. Bloom Director, Defense Finance and Accounting Service	

# ATTACHMENT 1

## Processing of General Services Administration (GSA) Federal Technology Service (FTS) Billings.

These procedures govern purchases made by and chargeable to Department of Defense (DoD) Activities under the General Services Administration (GSA) FTS program. FTS bills issued prior to implementation of this MOU will be paid in accordance with previously established procedures.

### GSA and DFAS responsibilities:

1. The ordering activities within the DoD components placing orders with the GSA will ensure they contain an accurate and complete line of accounting (LOA), billing address, and a DoD order number. GSA will forward the LOA and order data to the DFAS payment location for OPAC and Non-OPAC transactions. If the LOA data is not correct, it is the DoD component's responsibility to make the necessary corrections.
2. GSA will ensure that the data on the ordering document meet the minimum requirements as specified in item number four. GSA was provided the listing of valid ADSN/AAA/FSN codes for validation. However, it is the responsibility of the DFAS to keep the GSA informed of any changes.
3. GSA will return all orders not accepted to the ordering activity for correction or cancellation. If GSA accepts the order, GSA will return the MIPR or order acceptance to the ordering activity.
4. GSA will prepare a bill for the products/services delivered. The bill will identify the DoD order number, LOA, and the minimum requirements as described below.

Army	97 Funds	Navy	Marines	Air Force
Billed DODAAC	Billed DODAAC	Billed DODAAC	Billed DODAAC	Billed DODAAC
Dept.	Dept.	Dept.	Dept.	Dept.
FY	FY	FY	FY	FY
Approp.	Approp.	Approp.	Approp.	Approp.
FSN	Limit	AAA	Std Doc #	ADSN
Doc/MIPR #	ASN	Doc/MIPR #		Doc/MIPR #
	FSN/AAA/ADSN			
	Doc/MIPR #			

- GSA FTS bills will be charged to the respective DFAS location responsible for making payments. The Department of Defense Automated Addressing Codes/fiscal station crosswalk can be found on the DFAS web site, [www.dfas.mil](http://www.dfas.mil).

5. GSA will submit credits as separate lines on the OPAC/IPAC paid billing statement. The paid billing statement will provide all information as originally provided on the payment transaction credited.
6. Following their billing cycle, GSA will initiate an OPAC collection to their Agency Location Code (ALC) 47-00-0017, from the DFAS ALC of each of the billing offices. Currently the GSA bills monthly. However, as events dictate, the GSA and DFAS can collaborate to change the time and frequency of billing periods as necessary. Any changes will be uniform for all locations.
7. GSA will not provide paper copies of the orders or individual bills for routine FTS billings after the full implementation of the GSA EDA Website. DFAS must have access to the ordering document image to complete transaction processing.
8. DFAS will charge back bills that are not billed in accordance with item number four, billed to the wrong ALC, billed in excess of a valid order, or any duplicate billings. When possible, DFAS will provide GSA with correct locations to be charged.
9. DFAS will promptly send a message to the GSA Resolution Mailbox, on "questionable" bills, requesting assistance. The message will also state that a chargeback will take place in fifteen (15) calendar days, if not resolved. DFAS will provide the Task Number on the Fifteen (15) Day Notice, as well as on the chargeback.
10. After implementation of IPAC GSA will convert to a one to one billing process.

**Template to be attached to all Department of Defense (DOD) Funding Documents**

<b>Army Template</b>	
Billed DODAAC*	
Department	
Fiscal Year	
Appropriation	
FSN	
Document Number / MIPR Number	

<b>DOD 97 Funds Template</b>	
Billed DODAAC*	
Department	
Fiscal Year	
Appropriation	
Limit	
ASN	
FSN	
Document Number / MIPR Number	

<b>Navy Template</b>	
Billed DODAAC*	
Department	
Fiscal Year	
Appropriation	
AAA	
Document Number / MIPR Number	

<b>Air Force Template</b>	
Billed DODAAC*	
Department	
Fiscal Year	
Appropriation	
ADSN	
Document Number / MIPR Number	

<b>Marine Template</b>	
Billed DODAAC*	
Department	
Fiscal Year	
Appropriation	
Std Doc #	

**List of Acronyms**

\*DODAAC = Department of Defense Activity Address Code. This is a 6 character field that indicates the Paying Office. The first character is alphabetic and indicates the branch of the service.

AAA	Authorized Accounting Activity
FSN	Fiscal Station Number Accounting and Disbursing
ADSN	Station Number